

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
March 20, 2025

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. The public was able to access the meeting in person or through the video conference link and conference call numbers provided on the agenda.

Bryon Hale, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Terry Elmendorf, Todd Gentry, Bryon Hale, Missy Fallert, Mike Mahoney, and Sue Sharp, and

Members Absent:

Dan Dozier and Missy Palitzsch, and Connie Tan

Agenda Approval

Missy Fallert motioned to approve the agenda as presented. Sue Sharp seconded the motion. Motion passed unanimously.

Mission Moment:

Bryon Hale, Board President, read St. Charles County Executive Steve Ehlman's Proclamation declaring March 2025 Developmental Disability Awareness Month in St. Charles County. Members of People First of St. Charles County distributed bracelets to commemorate the event.

Public Comments and Announcements:

None

Executive Director Report

Denise Cross's Executive Director Report included the following:

Strategic Plan Update

Strategic Plan Goal 3

The DDRB Board focuses primarily on the big picture, proactively setting the organization's direction and pursuing its priorities.

The tactics related to this goal for FY25 are largely complete. The Executive Committee, both outgoing and current, have worked diligently to develop a plan for the full board to review tonight. The remaining task will be to assess the effectiveness of the changes implemented in meeting this goal.

Strategic Plan Goal 5

The DDRB will identify ways to raise awareness of the DDRB's mission and value, available services, and the strengths and needs of people with I/DD among taxpayers, the I/DD community, and the general community.

The past two months have provided several opportunities to advance this goal. Key highlights include:

- Meeting with the Autism Education Center to discuss leadership.
- Participation in Disability Rights Legislative Day at the Missouri State Capitol.
- Receiving a proclamation from the County Executive's Office recognizing Developmental Disabilities Awareness Month.
- Presentations to the local Rotary Club and Vision Leadership Class.

- A combined spot on KMOV4 with Yadi's Yummies promoting Developmental Disabilities Awareness Month (DDAM).
- An interview on KTVI2 discussing DDAM and DDRB services.

Strategic Plan Goal 6

DDRB has the staff and structure to achieve its strategic goals.

Our Organizational Assessment and Restructuring process is mostly complete. While there are a few items that will be implemented later this year, the primary objectives have been achieved.

Looking Ahead

At an upcoming board meeting focused on strategy, we will develop the objectives and tactics for FY26. With Goals 3, 5, and 6 well underway, our focus for FY26 will shift to Goals 1, 2, and 4. This is appropriate as the success of these remaining goals is dependent on the completion of the work undertaken in FY25.

MACDDS Update

Annual reports are available for each board member along with an insert detailing legislative priorities. MACDDS combined its legislative day with Disability Rights Legislative Day. Efforts to sustain the bill related to sheltered workshop funding have been positive through discussions outside of formal legislation. Another legislative day is being planned.

Starling Update

Starling held its legislative day, which included successful meetings advocating for service rates and the elimination of the waitlist. The budget is currently under discussion, and there are indications of funding support for the waitlist; however, nothing is finalized at this stage.

Gateway Coalition Update

The Gateway Coalition also held a legislative day, filling the Capitol with St. Louis area advocates.

Developmental Disabilities Awareness Month (DDAM)

March is Developmental Disabilities Awareness Month. Each March, partners collaborate to highlight the many ways people with developmental disabilities contribute to strong communities. The campaign emphasizes raising awareness about the involvement of people with developmental disabilities in community life while also shedding light on the barriers they continue to face in fully connecting with their communities.

Finance Director's Report:

Joyce Eichelberger's Finance Report included the following:

DDRB Finance and Operations Department:

As a result of the staff organizational assessment, the finance department has evolved and is now better aligned to support and meet the operational needs of the DDRB. We are all excited about this realignment and are working through this important transition period to become efficient and effective. The team includes:

Finance and Operations Assistant Director (new DDRB position):

Joyce was pleased to announce the hiring of Shelley Fischer for this new position at the DDRB. She comes to the DDRB with 10 years of experience in finance, IT, and facilities management fitting in perfectly with the new design of this department.

Information Systems Coordinator:

Jon Washburn has been in his role as Information Systems Coordinator for over a year, doing a terrific job understanding and monitoring our systems. He will report to Shelley now, instead of Denise.

Front Desk and Facilities Assistant:

Julie Sallade, who has been at the DDRB 9 years, will oversee reception, building maintenance, safety, purchasing, and assisting with the DDRB-owned home maintenance. She steps away from providing support to the case management program. She too will report to Shelley.

FY25 Finance Reports:

January 2025 Statements and Bank Activity
February 2025 Statements and Bank Activity

DDRB Statement of Revenues and Expenses Summary

Revenue: For both January and February tax revenue receipts totaled \$14,233,458. This represents the majority of the tax receipts. Tax receipts will be continue to be recorded over several more months, but the totals will be smaller.

Case Management Statement of Revenues and Expenses

Revenue: TCM services are now being billed on the typical monthly cycle. The February report includes the Medicaid revenue for January services.

Mike Mahoney motioned to accept the January and February 2025 Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Case Management Director Report

Laura Taylor's Case Management Director's Report, which included the following:

Case Management Program General Updates

The Case Management Program is currently serving 1,402, reflecting a decrease of 23 since the January 2025 report. The reduction is attributed to the revised requirements of the Eastern Missouri Autism Project (EMAP) and the transition to the new Family Flexible Assistance Program (FFAP) combined with an unusually high number of transfers out of the county.

In February, two Case Managers resigned. Their roles have since been filled, with Becky Darr starting on March 4 and Karina Malkovsky on March 10. Additionally, Judy Naeger has announced her retirement, effective April 30. Judy has been a vital part of the Case Management Program since its inception in 2006, and her contributions will be deeply missed.

On March 3, we hosted a Mental Health First Aid training, during which 15 Case Management staff members attended and received a three-year certification in Adult Mental Health First Aid.

Looking ahead, our annual Provider Fair is scheduled for May 14 from 9:30 – 11:30 a.m. There are over 55 agencies registered to host vendor tables; we anticipate another successful event.

Morgan Popp, Case Management Assistant Director, and two Case Management Supervisors are attending the 2025 monthly Employment Champions Meetings, hosted by Employment First Missouri. These meetings aim to advance competitive integrated employment opportunities for individuals with intellectual and developmental disabilities. Topics include benefits planning, service integration with VR/DMH, summer work experiences for youth in the greater St. Louis region, and virtual open houses where local service providers share details about their programs.

Division Updates

The Department of Mental Health's wait list dashboard for March 2025 has been posted. The dashboard indicates there are currently 628 individuals waiting for in home services statewide, with 47 of them residing in St. Charles County. There are 90 on the wait list for residential services, with 15 of them residing in St. Charles County.

Consent Agenda

1. Minutes of Board Meeting – January 16, 2025
2. Minutes of Executive Committee – February 4, 2025
3. Minutes of Program Committee – February 14, 2025
4. Minutes of Executive Committee – February 18, 2025

Missy Fallert motioned to approve the consent agenda as corrected. Terry Elmendorf seconded the motion. Motion passed unanimously.

Old Business

None

New Business

1. 2025 Preliminary Tax Rate

Joyce presented the 2025 preliminary tax rate. Joyce recommended staying at the prior year's tax rate .1108 as this is historically what the Board has done, and there is not enough preliminary data to make a change at this time.

Bryon Hale motioned to approve the 2025 Preliminary Tax Rate as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

2. Board Restructure Approval

Denise presented the Board restructuring that has been discussed in the Executive Committee for the past few months. The Board asked to consider adding wording such that 'held' meetings placed for February, July, and December will be determined to be held or canceled 14 calendar days, or other timeline to be determined, prior to the meeting date. The Executive Committee will take up the timeline and where to put this procedure at their next meeting. Also, a clarification is requested regarding the Board Committee Structure and Analysis & Possibilities document that are grammatical in nature will be addressed informally. Board members with notes will send them to Denise.

Missy Fallert motioned to approve Board Restructure with changes as discussed. Terry Elmendorf seconded the motion. Motion passed unanimously.

3. By-Laws Approval

Denise presented By-Laws changes for approval. The Board had the following discussions:

1. Quorum: Does a quorum consist of the majority of all Board members or those active on the Board at the time? The statute isn't clear. Board members who vacate are considered to still be serving until replaced, so quorum is defined as majority of all Board members.
2. Conflict of Interest: On the conflict-of-interest form that Board members sign, there are currently options to state that a Board member has no conflict of interest or has conflicts of interest related to specific organizations. Can an option be added that states "Unable to disclose conflicts of interest"?

Bryon Hale motioned to approve the By-Laws as discussed. Missy Fallert seconded the motion. Motion passed unanimously.

4. Governance Policies

Denise presented the draft Governance Policies for approval. A discussion about the conflict-of-interest form was had during the By-Laws discussion.

Sue Sharp motioned to approve Governance Policies, as discussed. Terry Elmendorf seconded the motion. Motion passed unanimously.

Board Kick-off

This item will be discussed at the April 17, 2025 Funding Cycle Meeting.

Adjournment

Missy Fallert motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*, with notes from Vicki Amsinger